



इंडियन रेलवे कॅटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

"CIN-U74899DL1999GOI101707" E-mail : info@irctc.com Website : www.irctc.com

No. 2019/IRCTC/CS/PIT/355

Dtd: 30th October, 2019

Office Order No: 1

Sub: Filing of Return for Disclosure under SEBI (Prohibition of Insider Trading) Regulations, 2015

To All Designated Employees'

- (i) All Directors and Chief Vigilance Officer
- (ii) Key Managerial Personnel
- (iii) All Executive Directors
- (iv) All General Managers
- (v) All Heads of Finance of Units/Divisions/Regions
- (vi) All Employees working in Books, Budget, Financial Service and Direct Taxation Sections of Corporate Finance
- (vii) All employees working in Company Secretariat & Legal Department.
- (viii) All employees working in Secretariat of CMD/Functional Directors
- (ix) Any support staff such as IT staff who have access to UPSI
- (x) Any other key person, who in the opinion of Compliance Officer be covered in the "Designated Employee"

In pursuance of SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended up to date, IRCTC has formulated a Code called "The IRCTC Code of Conduct for Regulating & Reporting Trading by Designated Persons & their Immediate Relatives".

This code has been framed with an aim that designated persons of the Company and their immediate relatives shall not derive any benefit or assist others to derive any benefit from the access to and possession of Unpublished Price Sensitive Information about the Company which is not in the public domain and thus constitutes insider information. This has become effective from the date of listing of IRCTC's shares on the stock exchanges viz., BSE and NSE. A copy of the Code has been hosted on the website i.e. www.irctc.com of the company. Any person desirous to know the details of the regulations / code may visit the website and keep themselves about aware about the provisions of the Code.

As per the Code:

- (a) **Designated Employees'** means a person occupying any of the following position in the Company:



- All Directors and Chief Vigilance Officer
 - Key Managerial Personnel
 - All Executive Directors
 - All General Managers
 - All Heads of Finance of Units/Divisions/Regions
 - All Employees working in Books, Budget, Financial Service and Direct Taxation Sections of Corporate Finance
 - All employees working in Company Secretariat & Legal Department.
 - All employees working in Secretariat of CMD/Functional Directors
 - Any support staff such as IT staff who have access to UPSI
 - Any other key person, who in the opinion of Compliance Officer be covered in the "Designated Employee";
- (b) **"Director"** means a member of the Board of Directors of the Company;
- (c) **"Key Managerial Personnel" or "KMP"**, in relation to a company means: -
- the Chairman & Managing Director
 - all Whole-time Functional Directors
 - Company Secretary and
 - such other officer as may be prescribed under the Companies Act, 2013;
- (d) **"Immediate Relative"** means a spouse of a person, and includes parent, sibling, and child of such person or of the spouse, any of whom is either dependent financially on such person, or consults such person in taking decisions relating to trading in securities;

As per the Code read with SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended up to date the Designated Persons to the Company shall follow the disclosure requirements. They are under obligation to give initial disclosure in Form PIT-2 (**Annexed herewith**) along with Continual disclosure in Form-C (**Annexed herewith**).

All Designated Employees' are hereby requested to submit their details in Form PIT-2 and Form-C immediately but not later than expiry of 30 days from the date of listing of IRCTC shares i.e. 14.10.2019 to the Company Secretary and Compliance Officer.

Encl : as above

(Suman Kalra)
Company Secretary & Compliance Officer


SUMAN KALRA
कम्पनी सचिव
Company Secretary
आई.आर.सी.टी.सी./IRCTC
11वां तल, स्टेट्समैन हाऊस
11th Floor, Statesman House
बी-148, बाराखम्बा रोड, नई दिल्ली-01
B-148, Barakhamba Road, New Delhi-01

FORM A

(refer to clause 12.1 of the Code)

SEBI (Prohibition of Insider Trading) Regulations, 2015

[Regulation 7 (1) (a) read with Regulation 6 (2) – Initial disclosure to the company]

Name of the company: _____

ISIN of the company: _____

Details of Securities held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

Name, PAN, CIN/DIN & address with contact nos.	Category of Person (Promoters/ Member of Promotor group / KMP/ Directors/immediate relative to/others etc.)	Securities held as on the date of regulation coming into force		% of Shareholding
		Type of security (For e.g. – Shares, Warrants, Convertible Debentures etc.)	No.	
1	2	3	4	5

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Details of Open Interest (OI) in derivatives of the company held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

Open Interest of the Future contracts held as on the date of regulation coming into force			Open Interest of the Option Contracts held as on the date of regulation coming into force		
Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms
6	7	8	9	10	11

Note: In case of Options, notional value shall be calculated based on premium plus strike price of Options

Name & Signature: _____

Designation: _____

Date: _____

Place: _____



FORM-C

(refer to clause 12.2 of the Code)

SEBI (Prohibition of Insider Trading) Regulations, 2015

[Regulation 7 (2) read with Regulation 6(2) – Continual disclosure]

Name of the company: _____

ISIN of the company: _____

Details of change in holding of Securities of Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

Name, PAN, CIN/DIN & address with contact nos.	Category of Person (Promoters/ KMP / Director's immediate relative to others etc.)	Securities held prior to acquisition/disposal		Securities acquired				Securities disposed		Securities held post acquisition/disposal		Date of allotment / acquisition of shares / sale of shares specify		Date of intimation to company	Mode of acquisition / disposal (on market public / rights / preferential offer / off market / Inter-se transfer, ESOPs etc.)
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	Value	Transaction Type (Buy/Sale/Pledge/Revoke/Invoke)	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	From	To				
1	2	3	4	5	6	7	8	9	10	11	12	13	14		

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Details of trading in derivatives of the company by Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

Trading in derivatives (Specify type of contract, Futures or Options etc.)						Exchange on which the trade was executed
Type of contract	Contract specifications	Buy		Sell		
		Notional Value	Number of units (contracts * lotsize)	Notional Value	Number of units (contracts * lot size)	
15	16	17	18	19	20	21

Note: In case of Options, notional value shall be calculated based on Premium plus strike price of options.

Name & Signature:

Designation:

Date:

Place:

